

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S14-132

DATE: December 16, 2014

SUBJECT: ANNOUNCEMENT NUMBER 14-40

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant, FSN-8; FP-6

OPENING DATE: December 16, 2014

CLOSING DATE: January 14, 2015

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 7,724,440 per year
(Starting salary before benefits and allowances)
Position grade: FSN-8

*Not-Ordinarily Resident (NOR): US\$45,038 per year
(Starting salary- FP-6 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

- The U.S. Embassy in Bamako is seeking an individual for the position of Cultural Affairs Assistant in the Embassy Public Affairs Section.

BASIC FUNCTION OF POSITION:

The incumbent serves as the Cultural Assistant providing support for a wide range of public diplomacy activities, particularly in the areas of educational and cultural exchange and local public outreach programming. He/she supports the Cultural Specialist in selecting educational exchange themes and in selecting participants for educational exchange programs, performs logistical duties in support of cultural activities, and manages a thematic portfolio covering topics including: social media, Muslim outreach, youth outreach, English-language promotion, and education. The position reports to the Cultural Specialist.

QUALIFICATIONS REQUIRED:

- University degree in administration or education.
- Two to three years as a program development assistant one of which should have been with a US Government agency, contractor or NGO.
- Level III (Good knowledge, SRW) French and English (English will be tested); Level IV (fluent) in Bambara.
- Working knowledge of local culture and political scene.
- Computer skills in Word Processing and Excel.
- Good communication skills, flexibility, and self-motivation.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) available online at <http://mali.usembassy.gov/job-opportunities.html> or at the US. Embassy's main entrance ; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, or a current resume or curriculum vitae that provides the same information as the form; plus
2. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov

Subject: [Cultural Affairs Assistant](#)

POINT OF CONTACT

HRO: 2070- 2511/2316/2314 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: JANUARY 14, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.